



KENPESQ'T



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Invermere, BC V0A 1K2



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[www.kenpesqt.ca](http://www.kenpesqt.ca)

## Business Operations Manager

**Job Type:** Full Time

**Wage:** \$65,000 - \$81,000

**Location:** Office-based hybrid

**Schedule:** Monday – Friday, 9 am - 4 pm

**Department:** Kenpesq't Holdings Limited

**Reporting to:** General Manager

**Start Date:** Immediately

### Job Description:

Kenpesq't is seeking a highly organized and proactive Business Operations Manager to support the smooth functioning of our business. This role requires someone who is motivated, detail-oriented, capable of managing multiple overlapping projects, and able to contribute to the growth and efficiency of the company. If you have experience in HR and finance, as well as a passion for safety, we want to hear from you!

### Responsibilities:

- Manage HR activities such as recruitment, onboarding, and employee documentation.
- Act as the company's Safety Coordinator, ensuring we are compliant with all applicable standards and meeting certification requirements.
- Oversee and enhance the company's digital presence, managing the website, LinkedIn, and social media for consistent branding and engagement.
- Lead the budget and long-range financial planning processes, including establishing reporting.
- Help establish and administer an employee performance review program.
- Manage corporate records and files, including SharePoint sites, ensuring secure document access and retention.
- Assist with accounts payable and accounts receivable, invoice processing, and vendor payments.
- Provide document production support, including template development, formatting, and quality assurance.
- Research and organize events and training.
- Spearhead grant writing initiatives.
- Lead the development of policies and procedures.
- Conduct research, gather information, and prepare documents, memos and briefs to support business needs and project implementation.
- Use tools like Power BI to automate reporting and streamline processes.
- Participate in field visits as required.

**Qualifications:**

- Minimum of 10 years of relevant experience.
- A bachelor's or master's degree in a related field.
- Past Indigenous engagement experience or cultural sensitivity.
- Safety related training or professional designations an asset.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Planner).
- Advanced knowledge of SharePoint.
- Strong project management, organizational and multitasking skills.
- Able to work independently in a fast-paced, agile, and diverse environment with changing priorities.
- Understanding of how to use AI and technology to support and assist in daily tasks.

**Kenpesq't offers a wide variety of perks, including:**

- Flexible work arrangements
- Two weeks paid holiday over Christmas in addition to annual vacation.
- 32.5 hour work week.
- Employer matched pension plan after three months.
- Extensive health and benefits package.
- Employee training opportunities.
- Bi-weekly healthy food box program available.

**About Kenpesq't**

We are a growing group of Indigenous economic development companies headquartered in Invermere, BC. The majority of our business is centered around territorial opportunities, with a concentration on civil and earthworks construction projects, archaeology, water and wastewater services, forestry operations, and other industrial and environmental services.

We conduct our operations safely and recognize that our people are our core asset. Growing economic opportunities through the expansion of our internal capacity and capabilities are key to our success. We are committed to balancing economic growth with responsible business. Our values include transparency, stewardship, and cultural heritage. We communicate openly, treat others with compassion and respect, and place emphasis on fairness and equity.

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band member will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on "Aboriginal Employment Preference."

***Please email your application to [hrdepartment@shuswapband.ca](mailto:hrdepartment@shuswapband.ca) with the subject line "[Position Name] – Application" by the closing date above to apply.***